

STATE OF HAWAII
NOTICE OF AND REQUEST FOR
RESTRICTIVE PURCHASE OF SERVICE
PURSUANT TO §103F-403, HRS

'10 DEC -2 P3:39

STATE PROCUREMENT OFFICE
STATE OF HAWAII

To: Chief Procurement Officer

From: Department of the Attorney General/CPJAD/Grants and Planning Branch
Department/Division/Branch or Office

Pursuant to §103F-403, HRS, and Chapter 3-144, HAR, the department head has made a determination that an adequate basis for a restrictive purchase of services exists and requests approval to make a restrictive purchase for the following:

- | | | |
|--|--|--------------|
| 1. Title and description of health and human service(s): | Provision of an accessible and comprehensive continuum of care services for sexual assault victims, family members (non-perpetrators), and community members that will include the following essential services: A) 24/7 On Call Crisis Intervention: Immediate Attention, Information, and Referral Services, B) Medical-Legal Examinations with Crisis Counseling, Legal Systems Advocacy Outreach, and Case Management; C) Therapy, Case Management, and Legal Systems Advocacy, D) Prevention and Education, and F) Administrative (including quality assurance and oversight) and Capacity Building Services. | |
| 2. Provider Name and Address: | Kapiolani Medical Center for Women and Children Sex Abuse Treatment Center (SATC)
55 Merchant Street, 22nd Floor
Honolulu, HI 96813 | |
| 3. Total Contract Funds: | \$1,977,817 | |
| Contract Funds per Year (if applicable): | | |
| 4. RH No. of Previous Request for this Service (if applicable) | 09-01 | |
| 5. Term of Contract: | Start: 7/1/10 | End: 6/30/11 |
| If the contract term is longer than 1 year, provide justification for the extended term:
While the contract term will be one year, the amount will increase subject to Act 191 (Emergency and Budget Reserve Fund enacted in 2010 for FY 11). Act 191 provides \$466,000 to supplement the state Master Contractor for the services listed above. | | |

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6. Describe the circumstances justifying a restrictive purchase:

SATC has been the Master Contractor for sexual assault services in Hawaii since 1998 and has been the Master Contractor under the auspices of the Department of the Attorney General since June 2006. Statewide administration of quality victim-centered sexual assault services must be carried out by an experienced sexual assault agency which provides comprehensive direct services and can also develop, implement, and evaluate statewide protocols for all areas of service. Kapiolani Medical Center's SATC is the only statewide provider of services fulfilling this requirement and is the only provider with the expertise and knowledge to provide these services. SATC has developed statewide protocols for crisis intervention, assessment, and treatment of victims and family members of all ages. As the Master Contractor, SATC has the overall responsibility for statewide sexual assault services, including development and maintenance of uniform subcontracts with each agency to assure services are delivered in a consistent, coordinated, and effective manner. As the Master Contractor, SATC subcontracts only with providers of comprehensive sexual assault services in each county – YWCA of Kauai Sexual Assault Treatment Program, Child and Family Services Sex Assault Support Services of Maui, and the YWCA of Hawaii Island Sexual Assault Victim Empowerment program. SATC itself will provide direct services to the City and County of Honolulu. SATC is the only provider of comprehensive sexual assault services in Hawaii with necessary expertise to fulfill the Master Contractor responsibilities including quality assurance and oversight, and that can provide a continuum of services for sexual assault victims. The Sexual Violence Strategic Planning Group's strategic plan, "Shaping Tomorrow: The Future of Sexual Violence Program in Hawaii" documents SATC's unique role as the Master Contractor. All sexual assault service provider agencies statewide were part of this strategic planning group.

7. Describe the efforts and results in determining that this is the sole provider who can render services. Include approximate dates:

The Department of the Attorney General has explored potential providers that can provide statewide administration of quality, comprehensive, and victim-centered sexual assault services. In November 2010, inquiries were made to sexual assault service providers in Maui, Kauai and Hawaii Counties regarding opinions about SATC's ability as the Master Contractor and to determine if any other service providers had the skills and expertise to bid for the Master Contract. All respondents agreed that SATC is the only provider with the knowledge and expertise to oversee that quality sexual assault services are administered statewide. They praised SATC's role in developing and implementing statewide protocols for responding to sexual assault and in providing training and technical assistance to their agencies. The Kauai YWCA said "As the master contract holder, SATC has a proven track record in supporting Sexual Assault treatment providers throughout the state with treatment protocols, training and victim support. We rely on their expertise and advocacy in coordinating the needs of all treatment providers. They enable us to focus our precious treatment dollars on direct service." Child and Family Services in Maui County said, "They have the extensive knowledge, expertise and experience in administering a comprehensive and victim-centered approach that is filtered statewide to all the SA providers so that there is consistency in services delivered across the state."

On January 25, 2010, the Department of the Attorney General staff attended the Statewide Sexual Assault Program Directors meeting to discuss available state and federal funding for sexual assault treatment programs and the impact of the reduction in funding on sex assault victim services. All of the programs that make up the statewide sexual assault services reported reduced staffing and services due to the funding shortfalls. While the funding shortfalls have impacted SATC, YWCA of Kauai Sexual Assault Treatment Program, Child and Family Services Sex Assault Support Services of Maui, and the YWCA of Hawaii Island Sexual Assault Victim Empowerment program, SATC has worked closely with the providers to ensure that quality, comprehensive, and victim-centered sexual assault services continue to be carried out. SATC has also sought other funding to stem part of the shortfall including supplemental appropriations to SATC for statewide sexual assault service as identified in Act 191 (Emergency and Budget Reserve Fund enacted in 2010 for FY11). SATC is recognized as the only entity that manages the statewide medical-legal standards so that responsive,

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effective and forensically sound services provision is available to all sexual assault victims across the State of Hawaii.

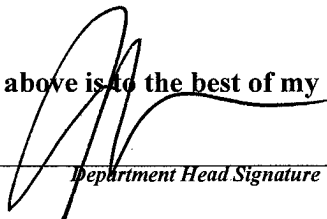
SATC was approved by the State Procurement Office as Master Contractor for comprehensive statewide sexual assault services from 6/1/2006-6/30/2010. Prior to this, the State Procurement Office has approved the Department of Health requests for restrictive purchase of services naming SATC as the Master Contractor for sexual assault services statewide from 5/29/03-8/5/05.

8. List state agency personnel, by position title, who will be involved in the approval process and administration of the contract:

Lari Koga, Administrator, Crime Prevention and Justice Assistance Division
Julie Ebato, Acting Chief, Grants and Planning Branch
Shaleigh Tice, Planning Specialist

9. Direct questions to (name & position): Shaleigh Tice
Phone number: 586-1157
e-mail address: shaleigh.k.tice@hawaii.gov

I certify that the information provided above is to the best of my knowledge true and correct.



Department Head Signature
Mark J. Bennett

Typed Name

NOV 30 2010

Date

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NOTICE

Pursuant to §103F-403, Hawaii Revised Statutes and Chapter 3-144, Hawaii Administrative Rules, the aforementioned purchasing agency has submitted a request to the chief procurement officer for a restrictive purchase of service for health and human services, and if approved, intends to purchase the service without issuing a request for proposals.

Any person may file a written protest under the procedures established under Chapter 3-148, Hawaii Administrative Rules, located on the web at www.spo.hawaii.gov, click *Statutes and Rules* and *Procurement of Health and Human Services*. Protests shall be hand delivered or postmarked by United States Postal Service within seven (7) days after the date this notice is first published on the internet. If hand delivered it must be submitted by 4:30 PM, Hawaii Standard Time, within seven days after day this notice is first published. Protests must be submitted to the following procurement officer **and** head of the purchasing agency:

Procurement Officer for this Procurement
Shaleigh Tice
Crime Prevention & Justice Assistance Div.
235 S. Beretania Street, Ste. 401
Honolulu, Hawaii 96813

Head of Purchasing Agency
Mark J. Bennett
Attorney General
425 Queen Street
Honolulu, Hawaii 96813

Protest forms and instructions are on the web at: www.spo.hawaii.gov, click *Health and Human Services, Chapter 103F...* and *Forms for Private Providers*. Questions should be directed to the contact person noted in item 9 of the request.


Published: **DEC - 2 2010**

FOR CHIEF PROCUREMENT OFFICER USE ONLY

Chief Procurement Officer's Comments:

Ms. Lari Koga, Ms. Julie Ebato and Ms. Shaleigh Tice are identified as participants in this procurement. In conversation with Ms. Ebato, she acknowledges that she and Ms. Tice do not have the applicable written delegated procurement authority, have not attended the appropriate restrictive method of procurement training and that Ms. Koga has retired and is no longer with their office. Please be advised that Ms. Ebato and Ms. Tice shall not participate in any procurement activities until they have received both written delegated procurement authority and have completed the appropriate mandatory procurement training requirements for the applicable procurement method, pursuant to Procurement Delegation No. 2010-01 and Procurement Circular No. 2010-05. This is approved with the above conditions and this award is required to be posted on the Awards Reporting System.

☒ **APPROVED** ☐ **DISAPPROVED** ☐ **NO ACTION**



Chief Procurement Officer Signature

1/3/2011

Date

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Pursuant to §103F-403, Hawaii Revised Statutes and Chapter 3-144, Hawaii Administrative Rules, the Department of the Attorney General, Crime Prevention and Justice Assistance Division, has submitted a request to the chief procurement officer for a restrictive purchase of service for health and human services, and if approved, intends to purchase the service without issuing a request for proposals. (To see the request, go back to the State and County Procurement Notices page and click on "More Info. ")

Any person may file a written protest under the procedures established under Chapter 3-148, Hawaii Administrative Rules, located on the web at <http://hawaii.gov/spo>, click "Statutes and Rules," then "Chapter 103F, Procurement of Health and Human Services." Protests shall be hand delivered or postmarked by United States Postal Service within seven days after the date this notice is first published on the Internet. If hand delivered, it must be submitted by 4:30 p.m., Hawaii Standard Time, within seven days from the date this notice is first published. Protests must be submitted to the procurement officer and head of the purchasing agency as specified in the request. Protest forms and instructions are on the web at <http://hawaii.gov/spo>, click on "Health and Human Services, Chapter 103F...", then "Forms and Instructions for Private Providers/Applicants." Questions should be directed to the contact person noted in item 9 of the request.
